

SPECIAL EDUCATION - SHELTERED WORKSHOP WEB APPLICATION INSTRUCTIONS FOR VR PERSONNEL AND CERTIFICATIO SPECIALISTS

Accessing the Application:

- This WEB application is used for the application process for Sheltered Workshop Employment. Users should access the **State Aid Web Application** through the **Sheltered Workshops** home page.
- Start web browser and connect to the Internet
- Access the **Division of Special Education** home page by typing this address into your web browser: **<http://www.dese.state.mo.us/divspeced/index.html>** (See Fig. 1). Select **Sheltered Workshops** by clicking the mouse on it. You may want to “bookmark” this page for future reference.

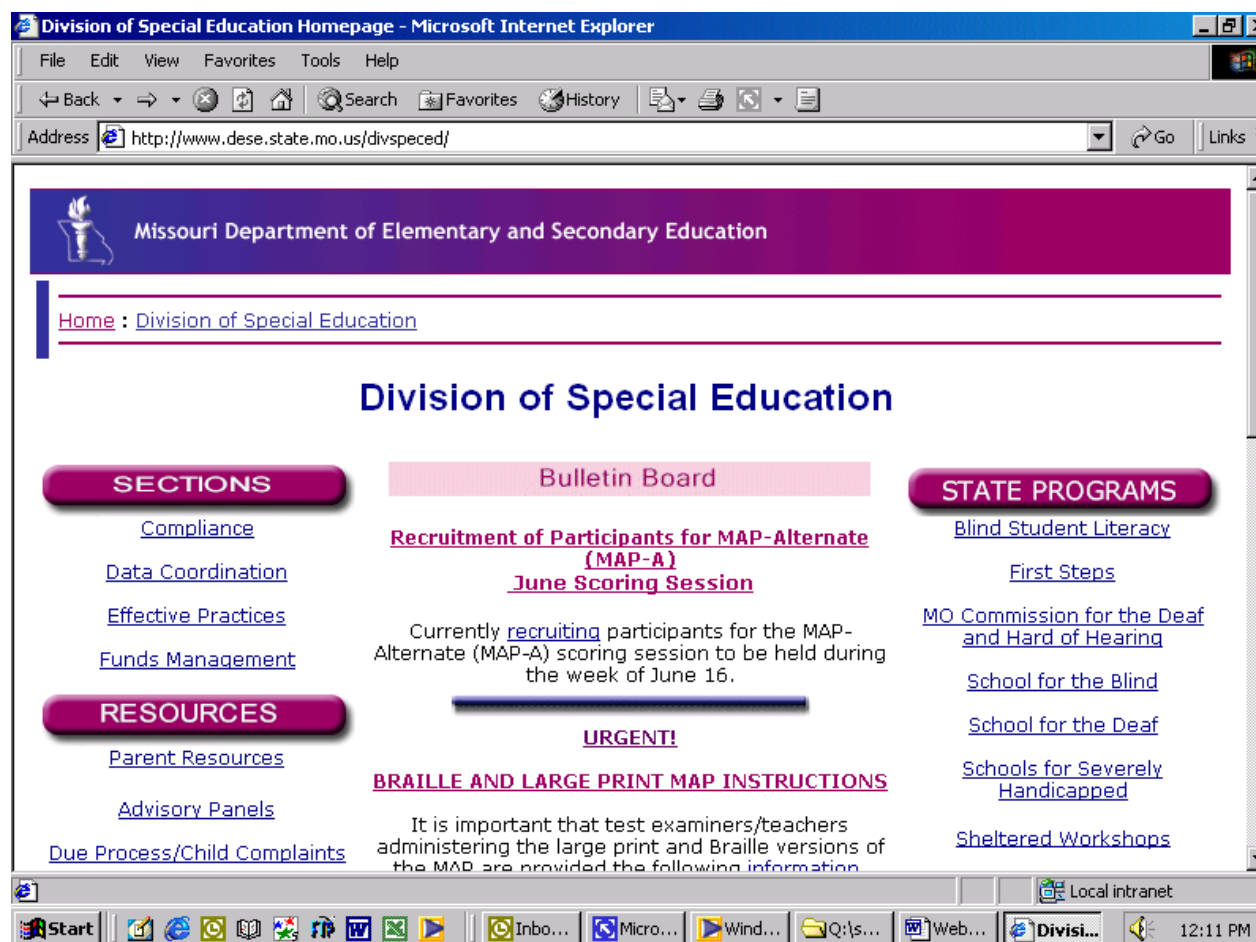


Figure 1

- Select **Login Page for State Aid Web Application** by clicking the mouse on it. (See Fig. 2)

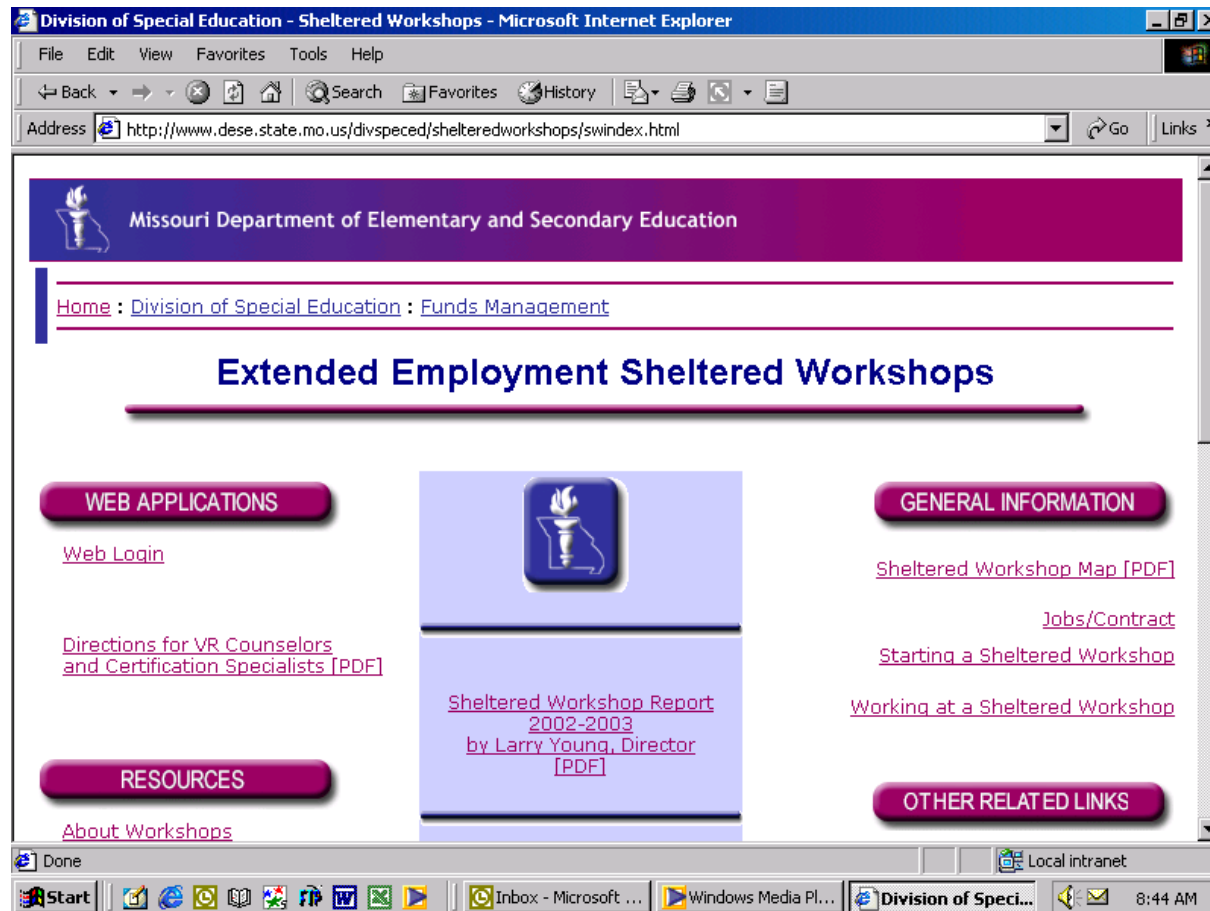


Figure 2

- The common WEB **Login Page** (Fig. 3) allows you access to all DESE WEB applications you are authorized for. Type in your assigned User ID and Password then click on **Login**.

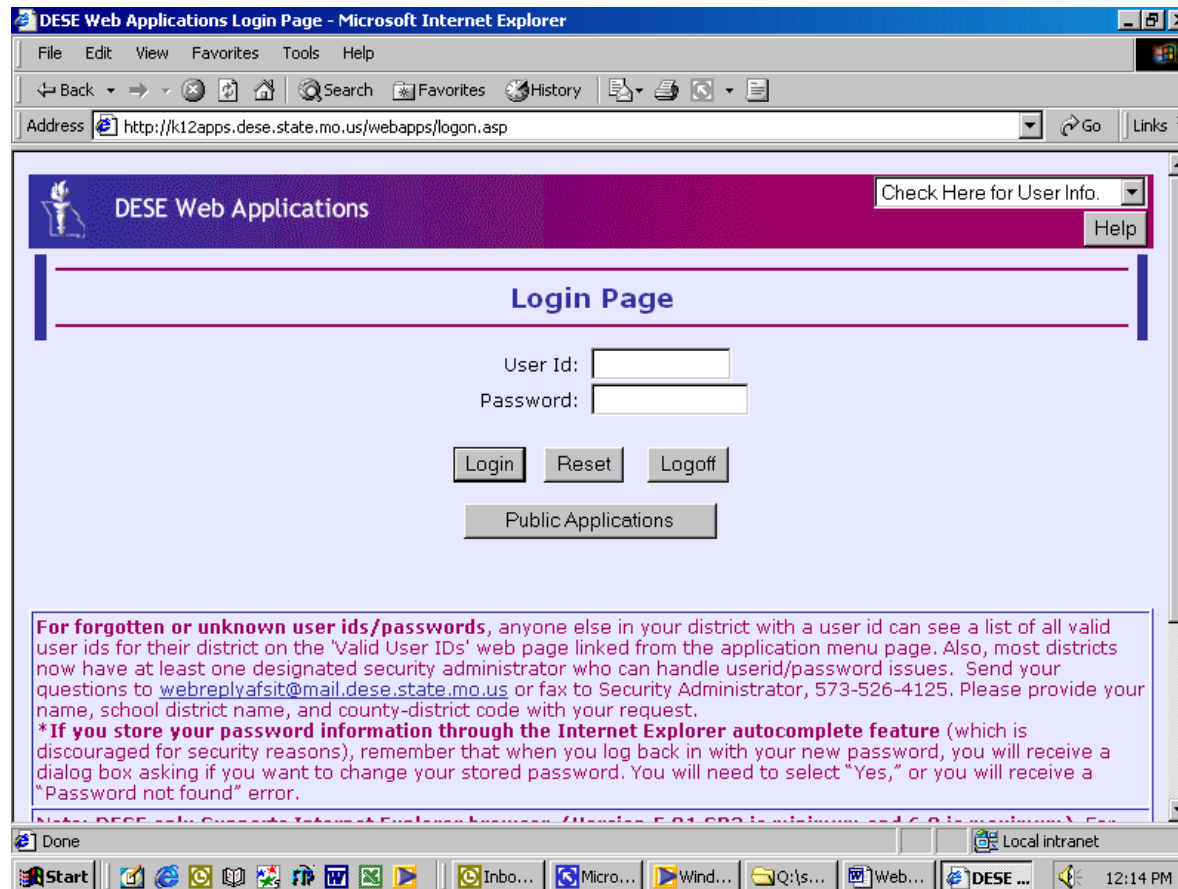


Figure 3

If this is the first time you have logged into the system, you will be required to change your password. Initially the Password is set to the mother's maiden name you submitted on the request form. You will automatically be taken to the **Change Password Page** (Fig. 4) to change your password. Follow the steps listed to update your password.

DESE Web Applications Password Change - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print View Source

Address <http://k12apps.dese.state.mo.us/webapps/usermanager/changepassword.asp> Go Links

Your password must be changed every 90 days.

This 'Change Password' web page is being displayed because you either requested to change your password or you are being asked to change it.

To change your password, follow these steps:

Step 1:
Enter your current password into the 'Old Password' field. This is the password that you used to logon to the previous page.

Step 2:
Enter your new password into the 'New Password' field. This can be anything you want up to 12 letters or numbers, however it cannot be the same as the password you typed in the 'Old Password' field.

Step 3:
Re-enter your new password into the 'Confirm Password' field. This will be the same password you typed into the 'New Password' field. This step will verify that the password is being changed correctly and not mistyped.

Step 4:
Click the 'Update' button to complete the password change process. The new password will be the password you now use to logon to the 'DESE Web Login' page.

Userid: AMUNSON

Old Password:

New Password:

Confirm Password:

Done Local intranet

Start Inbo... Micro... Wind... Q:\s... Web... DESE ... 12:16 PM

Figure 4

- **NOTE: Protect your password!** Your password is used to determine access permissions for approvals or changes to data. If you forget your Password, or your User ID or Password are indicated as invalid, you should contact webreplyafsit@mail.dese.state.mo.us.
- After you have successfully entered your User ID and Password, the **Application Menu Page** (Fig. 5) will be displayed listing all WEB applications for which you are authorized. To proceed, click **Sheltered Workshops Application**. If you do not have this option, you either have not been authorized for the **Sheltered Workshops Application**, or you have not submitted a request for authorization of your User ID to DESE. For authorization contact webreplyafsit@mail.dese.state.mo.us.

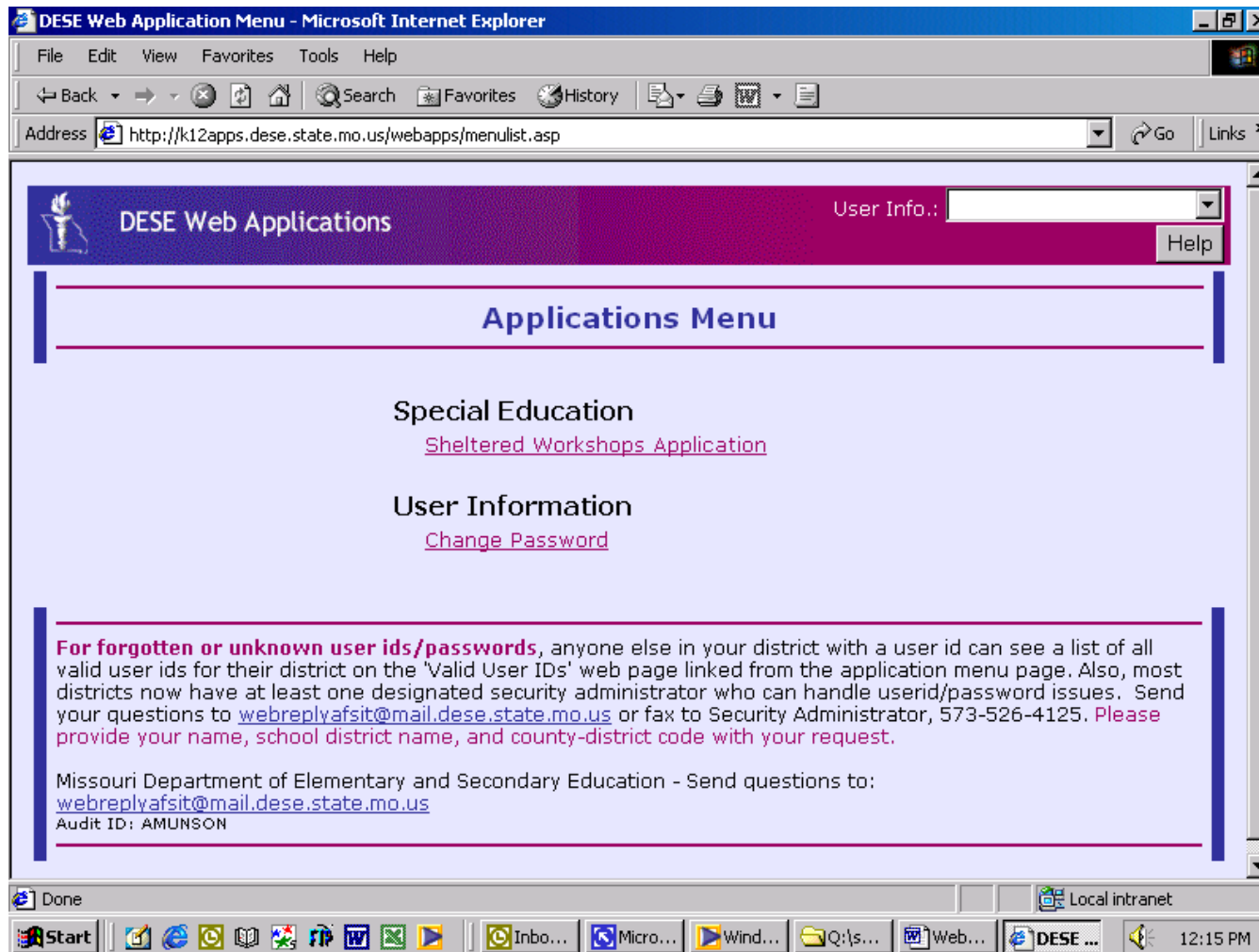


Figure 5

You should now be on the **Home Page** for Sheltered Workshops (Fig. 6). On the Home page, you will see a menu of functions to choose from.

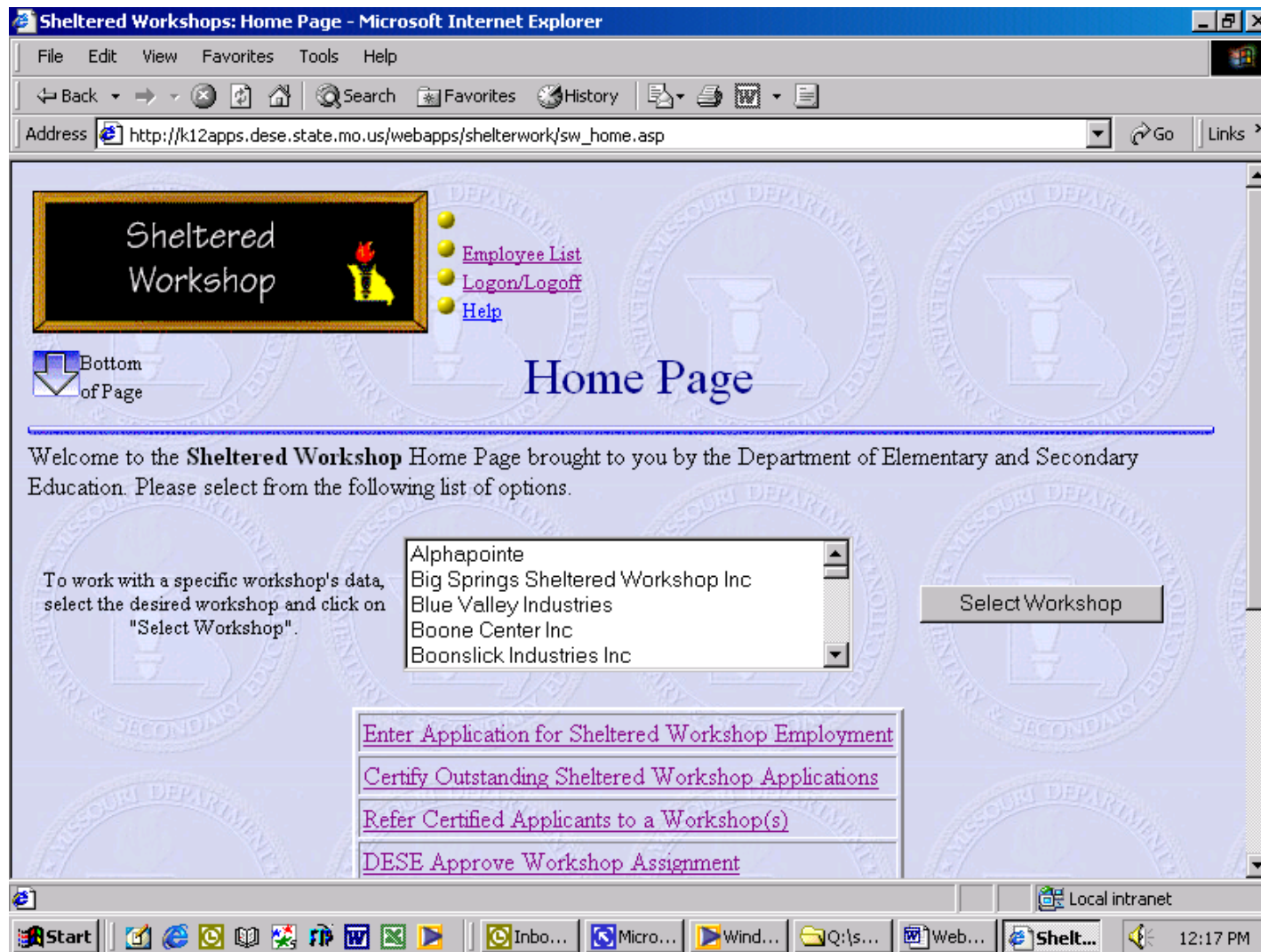


Figure 6

Sheltered Workshop - Page Header Functionality



Figure 7

Every web page in the Sheltered Workshops system has a common header (Fig. 7) at the top of each page with the following functionality:

- **Home:** This link takes you back to the Sheltered Workshop Home Page and redisplay the menu.
- **Employee List:** This link takes you directly to the Employee List page and displays a list of employees. From this page you are able to select an employee and view details of the employee information.
- **Logon/Logoff:** This link takes you back to the Logon page.
- **Help:** This link brings up help information about the current web page. The Help includes answers to common questions about the web page.
- **Blue Arrow to Bottom of Page:** Click on the blue arrow to go to the bottom of the page. At the bottom of the page, there is another blue arrow pointing up that will take you to the top of the page. If any error messages exist, the blue down arrow will become red (Fig. 8) and clicking on it will take you to the error messages at the bottom of the page.



Figure 8

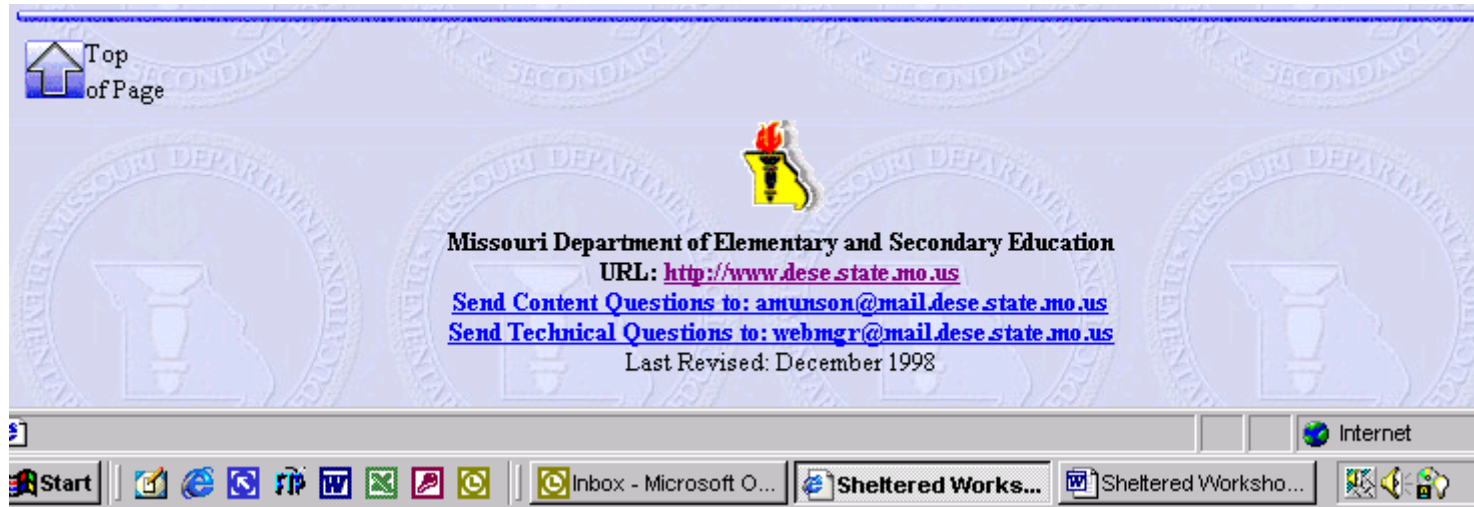


Figure 9

Every web page in the Sheltered Workshops system has the same footer (Fig. 9) at the bottom of each page with the following functionality:

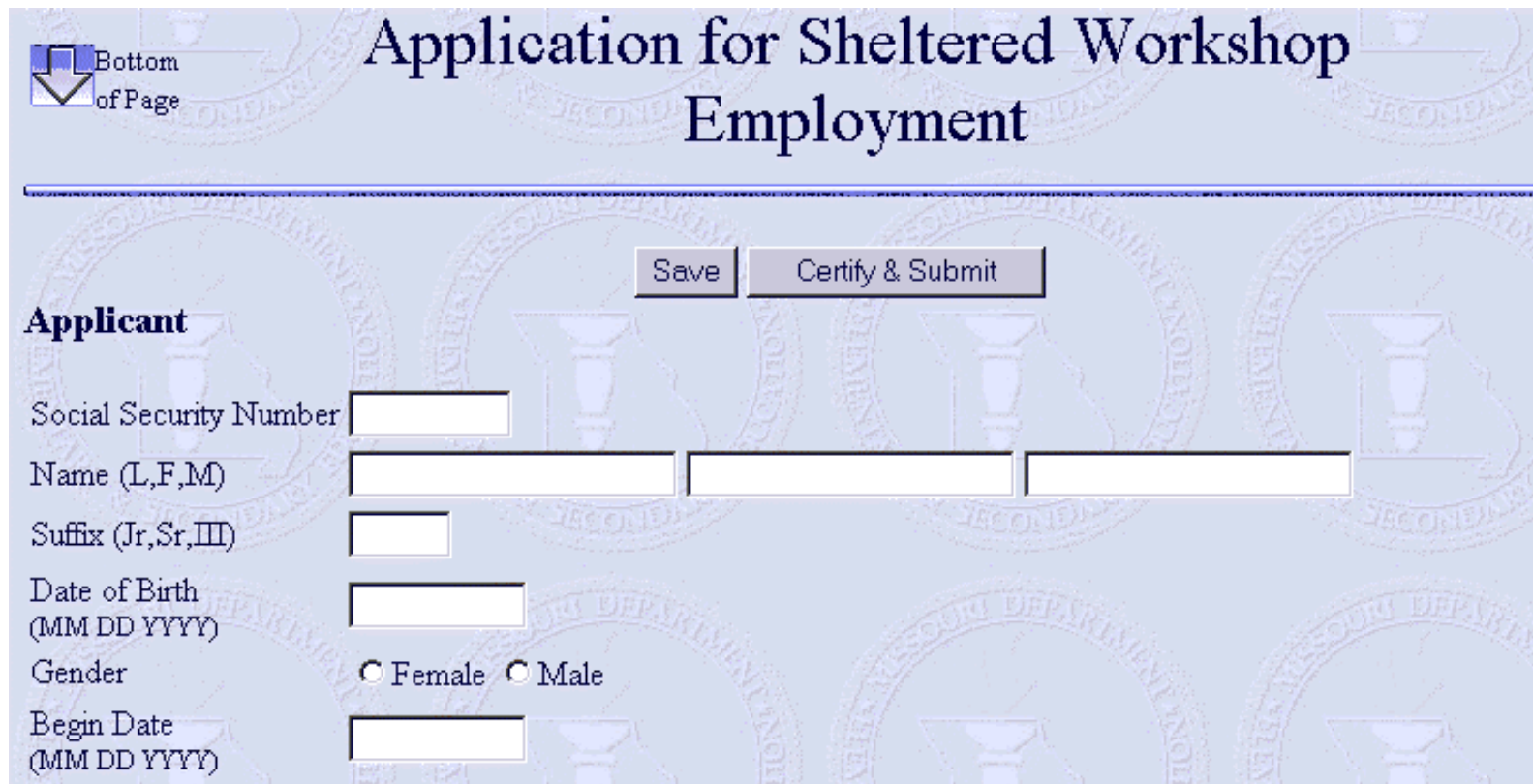
- URL: **<http://www.dese.state.mo.us>** - click on this link to go to the Dept. of Elementary and Secondary Education Home Page
- Click the link to **amunson@mail.dese.state.mo.us** to email questions to Anna Munson.
- Click the link to **webmgr@mail.dese.state.mo.us** to email technical questions about the web pages to the DESE Web Manager.

Sheltered Workshop - Application for Sheltered Workshop Employment

The Application Page displays the on-line application for Sheltered Workshop Employment. It is accessed by selecting **Enter Application for Sheltered Workshop Employment** from the Home Page. If you are **not** an authorized Vocational Rehabilitation Counselor or Certification Specialist, you will not be able to certify and submit an employee application, but you will be able to enter and save the application which can be certified later by a Counselor.

- The first section of the application (Fig. 10) is the Applicant information section.
Required fields are:
 - Social Security Number
 - Last and first names – **Note:** Please enter name fields in ALL CAPS.
 - Gender
 - Begin date (the date the application was completed, normally this will be the current date)
Note: Be sure to follow the format shown on left.

Middle name and suffix (Jr. Sr. III) are optional and may be entered if known.



Bottom of Page

Application for Sheltered Workshop Employment

Save Certify & Submit

Applicant

Social Security Number

Name (L,F,M)

Suffix (Jr,Sr,III)

Date of Birth (MM DD YYYY)

Gender ☐ Female ☐ Male

Begin Date (MM DD YYYY)

Figure 10

- The second section of the application (Fig. 11) is the Address & Phone information section.
- All fields in this section are optional and may be entered if known. **Note:** It is not necessary to enter phone. Please leave blank.

Address & Phone Information

Address Type

Address 1

Address 2

City, State, Postal Code

Phone Extension

Figure 11

- The third section of the application (Fig. 12) is the Vocation Rehabilitation information section.
 - Required fields are:
 - Competitive employment indicator (if answer is not known, assume the answer to be **No**)
 - Major Disability
 - Factors that deem the person unemployable in a competitive job
 - Optional fields are:
 - Physical Examination Date
 - Diagnosis Date
 - Minor Disabilities

Vocational Rehabilitation Information

Has person ever been employed in a competitive job? ☐ Yes ☐ No

Physical Examination Date (MM DD YYYY)

Diagnosis Date (MM DD YYYY)

List all diagnosed handicaps (up to 5)

Disability Classification	Disability Select Category(ies)
Major	<input type="text" value="Select Disability Category"/> <input type="button" value="v"/> <input type="text" value="Select Disability"/> <input type="button" value="v"/>
Minor	<input type="text" value="Select Disability Category"/> <input type="button" value="v"/> <input type="text" value="Select Disability"/> <input type="button" value="v"/>

Figure 12

To Enter Disabilities:

- A disability can be selected by clicking on the arrow at the right end of the **Select Disability** box. A list of all disabilities is displayed and a disability can be selected by clicking on it.

OR

- First select a disability category by clicking on the arrow at the right end of the **Select Disability Category** box and selecting a category by clicking on it. Click on **Select Category(ies)**. The page will be redisplayed and now the list of disabilities will be shortened to only the disabilities for the chosen category.
- Up to five disabilities may be selected at a time. You may select a disability category for one or more rows of the table and then click on **Select Category(ies)**.
- Once the application is completely filled out you may click on **Save** or **Certify & Submit**. **Save** will save the application and return you to the home page. **Certify & Submit** save and certifies the applicant to work in a Sheltered Workshop. You will then be taken to the Workshop Referral page to refer the applicant to one or more Sheltered Workshops. NOTE: Only authorized Vocational Counselors can certify an applicant. Others can save the application and later a Counselor can certify it.

Sheltered Workshop - Workshop Referral

The Workshop Referral Page (Fig. 13) is accessed by either entering a new application, certifying an applicant, or referring an applicant or employee. Authorized Vocational Rehabilitation Counselor can select one or more Sheltered Workshops to refer the named person to.

Sheltered Workshop

[Home](#)
[Employee List](#)
[Logon/Logoff](#)
[Help](#)

Bottom of Page

Workshop Referral

Select the workshop(s) to refer "App, New" to and click on "Workshop Referral".

- 3-R Center
- Big Springs Sheltered Workshop Inc
- Blue Valley Industries
- Boone Center Inc
- Boonslick Industries Inc
- CAPITOL PROJECTS INC
- CRABTREE WORKSHOP
- Canterbury Enterprises
- Cape Girardeau Community Sheltered WS
- Casco Area Workshop

Workshop Referral

Figure 13

- Select one or more workshops from the list by clicking on the workshop name. Multiple workshops may be selected holding down the Ctrl Key while clicking on the workshop name.
- Click on **Workshop Referral**.

Sheltered Workshop - Certify Outstanding Applications

The Certify Outstanding Applications Page (Fig. 14) lists all applicants that have been entered but not certified for employment in a Sheltered Workshops. Only an authorized Vocational Rehabilitation Counselor can certify applicants. This page is accessed by selecting **Certify Outstanding Sheltered Workshop Applications** from the Home Page.

Sheltered Workshop

[Home](#)
[Employee List](#)
[Logon/Logoff](#)
[Help](#)

Bottom of Page

Certify Outstanding Applications

Below is a list of applicants that have not yet been certified to work in a Sheltered Workshop. Select the applicant from the list below and click on "Certify" or "Not Certified". Click on the applicant name to view details.

SSN	Name	Date of Birth	Application Date
-----	------	---------------	------------------

Figure 14

- If no names appear on the list it indicates there are no outstanding applicants needing certification.
- Select the applicant to be certified by checking the box to the left of their name.
- Click on **Certify** to certify the applicant. This will take you to the Workshop Referral page to refer the applicant to one or more Sheltered Workshops.
- If the applicant is not certifiable select the applicant and click on **Not Certified**. The applicant will be removed from the list and no longer eligible to be certified.

Sheltered Workshop - Refer Certified Applicant to a Workshop

The Refer Certify Applicant Page (Fig. 15) allows an authorized Vocational Rehabilitation Counselor to refer an applicant, or an existing employee, to a Sheltered Workshop. This page is accessed by selecting **Refer Certify Applicants to a Workshop(s)** from the Home Page.

Bottom of Page

Refer Certified Applicant to Workshop

Below is a list of certified applicants. Select the person to be referred and click on "Refer to Workshop". Click on the applicant name to view details.

Search Workshop

☒ all Workshops

Referral Status

☒ Unreferred Apps

☐ Referred / not Hired

☐ All (unreferred, referred, and hired)

Search

Refer to Workshop

	SSN	Name	Workshop Referred to	Referred Date	Hire Date	Status
<input type="checkbox"/>	000000000	Glenn, Dan				unreferred

Figure 15

- The page defaults to display a list of certified applicants that have not been referred to ANY workshops yet. If there are no names listed it indicates that there are no applicants that have not been referred to a workshop.
- You may list all applicants that have been referred but not yet hired by checking the **Referred / not Hired** button under Referral Status and clicking on **Search**.
- You may list all applicants and current employees by checking **All** under Referral Status and clicking on **Search**.
- If you selected a workshop on the Home Page, then you will have the option of viewing employees in that workshop, or in all workshops. This selection is made by clicking the desired button under **Search Workshop**.
- To see referrals that have been hired by workshops and are awaiting approval from DESE, select DESE Approve Workshop Assignment from the Home Page and you will see a list of employees recently hired and are awaiting DESE approval. You will not be allowed to approve these employees, only authorized DESE Agents can approve the employees for State Aid.

Sheltered Workshop - Employee List

The Employee List Page (Fig. 16) is accessed by using the link on the page header at the top of the page or by selecting **View Employee List** from the Home Page.

Bottom of Page

Employee List

Search Workshop
☒ All Workshops
☐ All non-terminated
☐ All

Employee Status
☐ Referred
☐ Working
☐ Terminated
☒ All non-terminated

SSN
Last Name

Search

Click on the employee name to view details.

Next 100 Employees

SSN	Name	Date of Birth	Workshop	Status
100000000	111	01/01/1901	111	111

Figure 16

The list defaults to a list of all non-terminated employees. If you have selected a workshop on the Home Page, you will see a list of employees for only that workshop. Otherwise you will see a list of employees for all workshops.

- You may change the criteria of your search by selecting different choices in the Search box at the top of the page and clicking on **Search**. For example:
 - You can choose to see only the desired workshop or all workshops by clicking the desired button under Search Workshop.
 - You may choose the type of employee status you wish to see by clicking the desired button under Employee Status.
 - You can specify the starting point of the list by entering either a SSN or Last Name. For example, to see all the employees who have last names starting with “K”, enter “K” in the Last Name field and click on **Search**.
 - If a SSN is entered, the list is sorted in SSN order.

Sheltered Workshop - Employee Information

The Employee Information Page (Fig. 17) is accessed by clicking on the person's name from any of the pages where names are listed. This page displays all details that are recorded for a person.

Workshop

Help

Bottom of Page

Employee Information

Update Refresh

Employee Identification

Social Security Number 123123123

Date of Birth (MM DD YYYY) 1/1/60

Current Name New Name (saves current name as alternate name)

Last Name	First Name	Middle Name	Suffix(Jr,Sr,III)
ADAMS	IMATEST		

Figure 17

- To update information about a person enter the updated information and click on **Update**. See the help page if you need additional help with adding/changing a name or address.
- The employee details also lists all Sheltered Workshops the employee has been referred to or has worked in, past or present. This information can only be updated by the Workshop Manager. In addition, only Workshop Managers are authorized to terminate, transfer, or reinstate employees.

If you have problems or questions regarding the web application, please contact:

Anna Munson (573) 751-0622

Larry Young (573) 751-3547